

Application Instructions for the Licensee -Retail Food Establishment

Number of Employees: 50-50-205 MCA states that for each license issued to an establishment that does not have more than two employees working at any one time, the department shall collect a fee of \$85.00. Retail food establishment with three (3) or more employees working at any one time will pay a license fee of \$115.00.

Licensee (Operator) Name: The license for a facility is specific to an owner or operator. Write the name of the person or entity that will be responsible for ensuring this establishment will meet public health requirements. A new license application is necessary when the owner or operator of an establishment changes, even if the name of the facility does not change. If the facility is leased, enter the name of the lessee. The lessee is responsible for the facility in meeting public health requirements.

Establishment Name: Write the business name of the facility. If the business has several sites, the establishment name must be specific to the location for this application. When making license application for multiple locations, use a separate application form for each facility, and give the physical location (street and number) for each on its respective application form.

Establishment Address and Contact Information: Write the physical location (street address) of the food establishment. If the food establishment is mobile, use the address for the commissary or servicing site. Some food establishments have several distribution sites, a commissary site, an office location and a different management location. If there is doubt about which address to use, attach an explanation with this application. Please include the information necessary to locate the facility for inspection (directions, if needed), so that your license approval will not be delayed. Name the MT county where the establishment is located.

Mailing Address: The address entered here is where the license and annual renewal notice will be sent. Late fees may result if the renewal notice is sent to a seasonal facility location which is closed. If you desire the license(s) for one or several franchise operations to be sent to the head office or corporate office, or to a business agent, enter their mailing address.

Note: The space at the bottom of the application form is to be completed by the local or state health authority.

If the facility has new construction or has been remodeled, plan review approval and pre-opening onsite inspection approval by the health authority is necessary before the license is approved and the food establishment commences business. If the new license application is for a change of ownership, a pre-opening on-site inspection by the health authority is necessary before the license will be approved. There may be changes necessary before the new license is issued.

It is recommended that new license applicants make contact with the local health department or county sanitarian early in the application process. Some portions of the license application review process may involve plan review, providing written procedures, product lists, fire safety inspection, building permits, water system plans, laboratory analysis of water, label design, etc. Please contact your local health department office for assistance or plan review forms.

Local Health Authority Instructions --Retail Food Establishment (F & FL)

Type of Establishment:

The type of establishment identifies the types of food operations that occur on a premise. A food establishment may have multiple types at the same location - check all that apply. **Only one annual retail license fee** is required, regardless of the number of types approved by the local health authority.

	Brief Description/Examples
	Food Service Establishment: Includes restaurants, cafeterias, catering kitchens, pizzerias, catering, etc. or other similar place where food or drink is prepared, served, or provided to the public with or without charge. Does not include mobile operation.
	Tavern or Bar: Includes alcoholic beverage services. Does not include onsite food preparation.
	Meat Market (Onsite Retail Only): Includes only the processing, packaging, and labeling of meat and meat products for on-site sales at that location. Processing meat for wholesale distribution is prohibited without licensing from DOL.
	Bakery (Onsite Retail Only): Includes only the processing, packaging, and labeling of bakery products for on-site sales.
	Schools: Cafeteria
	Food Manufacturing (Onsite Retail - Take-Out): Includes processing a food product, putting it in a package, and selling at that location. Also includes retail water vending units and the packaging and sale of ice on-site at a retail store.
	Mobile or Semi-Permanent Food Service: Includes pushcarts, vehicle-mounted food service designed to be readily mobile or limited food operations which are moveable but not wheel mounted
	Water hauler is a person engaged in the business of transporting water to be used for human consumption that is not regulated as a public water supply and does not transport water for individual family households and family farms and ranches
	Perishable Food Dealer (Retail Only): Includes the buying and selling of packaged perishable products. Examples - Grocery Stores, convenience stores, mobile food distributor.
	Food Service/Catering (Retail): Includes food preparation and service at locations other than the licensed facility.
	Food Service/Delicatessen (Onsite Retail): Includes the preparation and service of multiple ingredient foods for take-out purposes. Includes the processing, packaging, and labeling requirements for on-site retail sales of that product.
	Produce (Onsite Retail): Includes vegetable or fruit processing, washing, cutting, or preparing for sale.

License Limitation/Condition/Comment Statement: May be used to ID locations for mobile food service units, identify menu or equipment use limitations, identify maximum group sizes for catering functions, identify a plan of correction (including starting & ending dates and the approving health authority), or any other information needed to clarify the license approval.